Proposed amendments to Ordinances and Regulations can arise in many different ways. For instance, an individual may spot an inaccuracy, a committee may alter its procedures or a department may undertake a review of its service.

The wider implications of the proposed amendment need to be considered and there should be early consultation on amendments at the drafting stage.

This consultation should involve all relevant parties, which might include academic/administrative officers and the Students’ Union.

Also consider the links to other Regulations and Ordinances as well as any associated processes and guidance notes.

Proposals to amend Ordinances and Regulations are submitted to meetings of the Council and Senate for approval (please see ‘Approval Process to amend University Ordinances and Regulations’).

In exceptional circumstances when approval of the proposal is urgent, Chair’s action to approve the request can be sought from the Chair of Senate and Chair of Council, via the Senate and Council Teams only.

Advanced warning that a proposal is in development must be provided to the Senate Team (academic governance) and/or Council Team (institutional governance) in order to ensure that proposed amendments are included on the agenda of the relevant approval body in a timely manner.

Proposals to amend an Ordinance/Regulation should:

- Always start with the current approved version of the Ordinance/Regulation as published on the Governance webpages.
- Include a clearly annotated version of the regulation with deletions struck through and additions underlined in red (do not use track changes).
- Clearly outline the rationale for the revision.
- Include an ‘effective from’ date.
- Outline the consultation and approval route to date.
- Use plain English and gender neutral language.

Contact Details
Senate Team: senate@warwick.ac.uk
Council Team: UniversityCouncil@warwick.ac.uk
Proposed amendment to Ordinance to be noted by the Senate

Proposed amendment to Ordinance to be approved by the Council for the first time

Proposed amendment to Ordinance to be approved by the Senate

Proposed amendment to Ordinance to be approved by the Council for the second time

Proposed amendment to Regulation to be approved by the Senate

Proposed amendment to Regulation to be confirmed by the Council

Once approved, the Council Secretariat will update the Regulation/Ordinance on the University website.